



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**COUNCIL ON REAL ESTATE APPRAISERS**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

**VERIFICATION OF REAL ESTATE APPRAISER SUPERVISION**

**INSTRUCTIONS**

Each of a Trainee applicant's supervising Certified Real Property Appraisers completes, signs, and submits this form.

**Supervisory Appraiser Requirements and Responsibilities**

- You must complete an AQB-approved Supervisory/Appraiser Trainee course before supervising an Appraiser Trainee. Submit a copy of the course completion certificate with this form.
- You are permitted to supervise Appraiser Trainees only if you have been state-certified for at least three years.
- You are not permitted to supervisor Appraiser Trainees if the Council has disciplined you within the preceding three years.
- You may supervise up to three Appraiser Trainees at the same time.

See Section 4.2 of the Council's [Rules and Regulations](#) for information about supervisory requirements and responsibilities.

**Send the form *directly* to the Council office at the address above.**

**TRAINEE APPLICANT** – To be completed by applicant for Appraiser Trainee

Name: \_\_\_\_\_  
Last First Middle Initial

**SUPERVISOR** – To be completed by supervising Certified Real Property Appraiser (General or Residential)

1. Name: \_\_\_\_\_  
Last First Middle Initial

2. Address: \_\_\_\_\_  
City State Zip code

3. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Delaware Certified Real Property Appraiser (General or Residential) License Number: X \_\_\_\_ - \_\_\_\_\_

5. Have you been state-certified for at least three years? Yes ☐ No ☐ **If no, STOP. You are prohibited from supervising Appraiser Trainees.**

6. Have you received any administrative penalties (disciplines) regarding your practice as an appraiser during the past three years? Yes ☐ No ☐ **If yes, STOP. You are prohibited from supervising Appraiser Trainees.**

7. Have you completed an AQB-approved Supervisory Appraiser/Appraiser Trainee course? Yes ☐ No ☐ **If no, STOP. You are prohibited from supervising Trainees. If yes, enter the following information about the course:**

Provider: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**Submit a copy of the course completion certificate.**

8. I certify that the Trainee applicant named above will assist in completing appraisal reports, including an opinion of value, and may co-sign the appraisal under my supervision. Yes ☐ No ☐

9. I certify that I will:
- actively and personally supervise the trainee Yes ☐ No ☐
  - review and sign the appraisal report Yes ☐ No ☐
  - accept total responsibility for the appraisal report Yes ☐ No ☐
  - review and approve the trainee's Experience Log and provide copies of any appraisal reports the trainee assisted in preparing as requested by the Council. Yes ☐ No ☐
  - comply with all rules and policies for supervisory appraisers. Yes ☐ No ☐

9. Do you supervise any Trainee other than the one named above? Yes ☐ No ☐ **If yes, complete the information at right:**

TRAINEE NAME	LICENSE NUMBER	JURISDICTION

10. Do you agree to notify the Council in writing when you are no longer supervising the trainee? Yes ☐ No ☐

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Signature of Notary Public: \_\_\_\_\_

SEAL

My commission expires: \_\_\_\_\_